

**AIRCRAFT DISPATCHER**  
**UNIT 0 – COURSE INTRODUCTION**  
**STUDENT GUIDE**

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**UNIT OBJECTIVES**

1. Introduce the course to students.
2. Introduce the participants in the course (students and cadre).
3. Define the cadre's and students' expectations of the course and each other.
4. Define the objectives of the course.
5. Define the aircraft dispatcher's job.
6. Explain administrative details.
7. Define the course evaluation and student evaluation process and criteria.
8. Introduce course materials to students.

## NOTES

## I. WELCOME

## II. INTRODUCTIONS

- Student Introductions
- Cadre Introductions

## III. COURSE OBJECTIVES

- A. Describe the roles and responsibilities of an aircraft dispatcher within the organization.
- B. Complete the appropriate Resource Orders when mobilizing air resources such as airtankers, helicopters, and smokejumpers.
- C. Describe the importance of airspace management during wildfire operations and actions/procedures followed by an aircraft dispatcher to mitigate airspace conflicts.
- D. Identify types of frequencies commonly used during wildfire operations and the reference materials utilized for frequency management.
- E. Determine when flight following is required and identify appropriate method for given situations.
- F. Use and complete administrative forms such as FS-122, OAS-23, SAFECOM, etc., and follow procedures and guidelines associated with those forms.

#### IV. UNIT TOPICS

- A. Aircraft Flight Planning
- B. Administration
- C. Flight Following
- D. Communications
- E. Airspace Management
- F. IAMS
- G. AP1B (optional)

#### V. SCHEDULE OF EVENTS

- A. Course Agenda
- B. Administrative Concerns
  - Lodging
  - Transportation
  - Breaks—punctuality and cell phones

- Classroom arrangement—students will work in small groups for exercises.
- Smoking policy
- Message location and available telephones
- Restrooms and drinking fountains
- Other local concerns

#### C. Class Roster

## VI. EVALUATION

#### A. Instructor's Role

The instructor's role in this training is to:

- Present information
- Facilitate the classroom exercises
- Question the students and present solutions to the simulated exercises and case studies
- Answer student questions

- B. Students will be coached and evaluated by their aircraft unit instructor or other member of the instructor cadre.
- C. The unit instructor and other cadre members will be available to help students keep on track for all exercises.

## VII. STUDENT PERFORMANCE

### A. Student Participation

- Your participation is essential for successful completion of this course.
- Group participation is emphasized because wildland fire operations require the aircraft dispatcher to interact with many people in various jobs and functions.
- Successful coordination between the various people and functions is the key to success as an aircraft dispatcher.

### B. Student Evaluation

- Each unit has measurable objectives; these define what you will be able to do upon completion of that unit.
- To satisfy the objectives, you will be required to participate in the entire class and complete all exercises and assignments.

- The cadre will evaluate your performance as either passing or failing through observation of participation and execution of exercises.

## VIII. COURSE CRITIQUE

You will complete a final course critique at the end of the course.

See page 11 of this unit for a copy of the Final Course Evaluation.

The critiques are used for analysis and future course improvements.

## IX. COURSE MATERIALS

### A. Student Guide

The Student Guide is designed to be a reference text for you and a mirror-like image of the Instructor Guide with added space for note taking.

### B. Aircraft Dispatch Job Aid

## NOTES



## STUDENT FINAL COURSE EVALUATION

**Course:** Aircraft Dispatcher Training Course

**Date:**

**Location:**

**Check the response that best reflects your opinion. If you have specific input on the course's strengths or improvement opportunities, provide comments in the Remarks section.**

### **This Course**

**Remarks:**

- ☐ Exceeded my expectations
- ☐ Fulfilled my expectation
- ☐ Failed to meet my needs

### **Course Time Allocated**

**Remarks:**

- ☐ Appropriate
- ☐ Took too much time (should be shorter)
- ☐ Insufficient (needed to be longer)

### **Level of Instruction**

**Remarks:**

- ☐ Appropriate
- ☐ Too basic
- ☐ Too advanced

### **Instructor Presentations**

**Remarks:**

(Consider objectives met, clarity of instruction, enthusiasm, training aids, knowledge, methods used)

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory

**Course Materials**

(Consider usefulness of texts, handouts, reference materials)

**Remarks:**

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory

**Classroom and Breakout Room**

(Consider lighting, temperature, cleanliness, furnishings, equipment, distractions)

**Remarks:**

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory

**Correspondence and Guidance**

(Consider timing of pre-course materials, travel, lodging, logistics)

**Remarks:**

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory

**What did you like MOST about this course?**

**What did you like LEAST about this course?**

**Recommendations for improving this course (Be specific):**

**Name (Optional)**